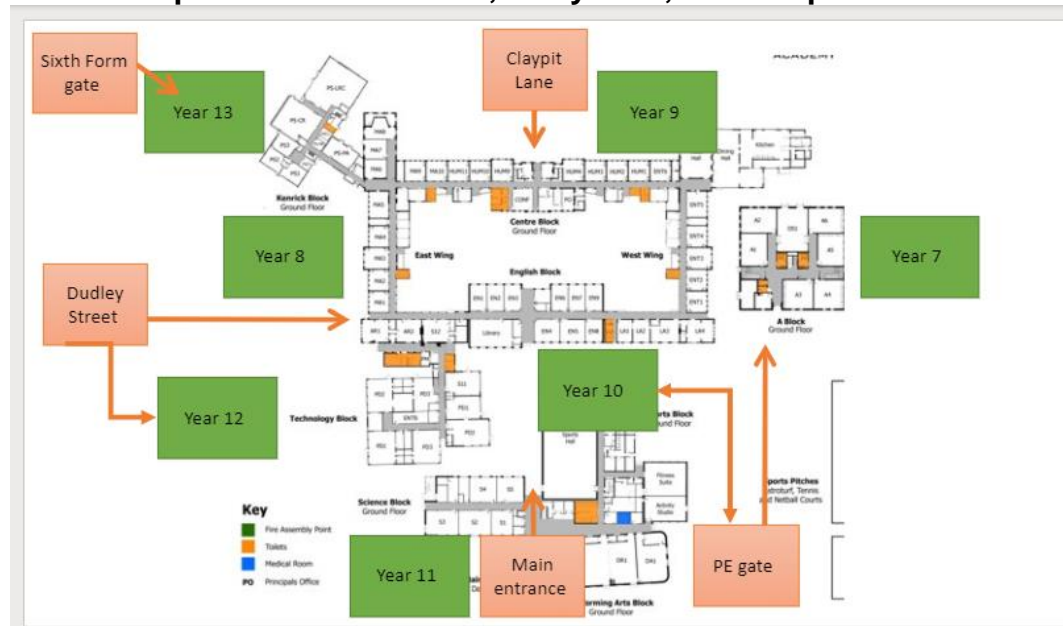


Risk Assessment – COVID-19 Return to full time education – Version 6.0

(please note this is a live document and regular updates/changes may be needed following government advice, please amend accordingly)

Title of risk assessment	COVID-19 Return to full time education	Date of Assessment	7 July 2020 (revised Tier 1 15.9.20, revised 19.10.20, revised 1.11.2020, 11.11.2020, 07.01.2021 amendments in red)
Name of Assessor	Jane Smith H&S Officer	Location	George Salter Academy
Who may be affected?	Staff, Students, Visitors and Contractors		
Description of activitie	Return to full time education within academies		
Additional Guidance used for this risk assessment and for academies to refer to.	http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools https://oatoe.sharepoint.com/:f:/r/sites/Covid-		

Year Group Classrooms Zones, Entry/ Exit, Social Spaces and Toilets



Year group	Zone	Entrance/ Exit	Social space	Toilets	SEND provision
7	Art Block	PE Gate	Netball courts	Art	LS1
8	MA1-10	Dudley Street	Main Quad	Maths	Maths Aces
9	HUMS1-6, 9-11	Claypit Lane	Claypit Lane	Hums/ENT	Steps
10	EN6-9, LA1-4, ENT1	PE Gate	Basketball courts	English	LA1
11	S1-10, GT, ACTS	Main entrance	Science quad	Science	Visitor Room
12	EN1-3, S11-12, PD, FD	Dudley Street	Sixth Form quad	Loxdale	ENT8
13	Sixth Form Block	Sixth Form Gate	Common room	Sixth Form block	Meeting Room

Break and Lunchtime Arrangements

Year Group	Start	End
Year 7	9:50	10:10
Year 8	9:50	10:10
Year 9	10:10	10:30
Year 10	10:40	11:00
Year 11	10:40	11:00
Year 12	10:10	10:30
Year 13	10:40	11:00

Year Group	Start	End
Year 7	13:00	13:40
Year 8	13:00	13:40
Year 9	13:30	14:10
Year 10	12:40	13:20
Year 11	12:40	13:20
Year 12	13:30	14:10
Year 13	12:40	13:20

Hazards	Who can be harmed	Existing Controls and Working Practices	Estimated Risk following controls (S x L = Total)			Additional Control Measures	Actions (Who, Due Date)
			Severity	Likelihood	Total		
Contracting Covid19	Staff, pupils and visitors	See – infection control below Social distancing Face coverings (secondaries in communal areas) Stay at home for clinically vulnerable	5	3	15	Reduce numbers of pupils in bubbles Mass testing in schools Additional cleaning	
Staff related absence resulting in low numbers of staff to operate the school or if there is an increase in the local pandemic risk	Staff/ SLT/Pupils/ Catering and cleaning staff	SLT to provide contingency planning when school have a reduced number of staff in place. Academies to be bring in supply staff to cover absence if needed. Academy may need to consider putting a timetable together for remote learning. Head Teacher to consider re arranging groups sizes/bubbles temporarily. Remind staff of sickness policy. Only essential task is carried out where there are staff shortages Where possible staff are deployed from other areas to assist with on-site operations e.g re direct site team to support the catering team. If kitchen must close, emergency sandwiches can be bought from local supermarkets on day and parents informed that pupils would need packed lunches following on from then or academy externally sourced lunch(sandwiches) provided for pupils entitled to free meals. Where academies have a reduced number of cleaners, as above staff may be deployed from other areas, if the school is still affected cleaners can be provided externally or from another school site if within the vicinity. In the event of significant staff absence, the principal will review the viability of school remaining open. The Head	4	3	12	If the schools have no option or decide to close due to minimum staff numbers, or high rates of infection they must seek up to date advice from the PHE about the current local pandemic risk and work with the DfE/RD's and LA as per normal protocols. If lunches are outsourced consideration must be made for those with allergies.	

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		Teacher will consult with follow normal protocols as mentioned, If school is to be closed, then this will be communicated to staff and parents via email, letter, PLMR, and the school website.					
Staff meetings and training sessions	Staff/SLT	<ul style="list-style-type: none"> • Staff Meetings take place virtually • Training sessions are completed virtually or remotely • Face to face meetings should be avoided 	5	2	10	Meetings are only held face to face if business critical and distanced by a minimum of 2 metres.	
Classrooms and Groups	Staff and students	<p>-Year groups have been zoned to specific classrooms.</p> <p>-Unnecessary furniture has been moved out of the classroom where possible to provide more space.</p> <p>-Group size is appropriate to classroom size and in proportion to the school.</p> <p>-Groups are kept as small as timetabling and zones allow to aid easy identification of those who may need to self-isolate in the case of someone tests positive of Covid 19.</p> <p>-Mixing of groups is kept to a minimum – the timetable does allow for specialist teaching and mixing of classes in KS4 and KS5.</p> <p>-Year 7 are taught in tutor groups, Yrs 8-9 in sets. KS4 and KS5 groups are taught in core and options groups.</p> <p>-Consideration is given for types of groups depending on age year groups and those with complex needs.</p> <p>-Students remain in year group zones and contact is avoided with students in other zones.</p> <p>-Teaching and learning COVID-19 protocols have been revised and shared with staff at Sept. CPD and are reviewed regularly.</p> <p>-QD activities and standards walks are undertaken to ensure staff are following COVID-19 T&L protocols.</p> <p>-Classrooms are arranged so desks face forward.</p> <p>-Standards walks conducted by SLT ensure policy adherence.</p>	5	2	10	<p>Additional risk assessment may need to be considered for other activities such as practical lessons.</p> <p>Academies must ensure they have PHE front sheet, which they can refer to. These needs - student numbers (overall and by year group), summary of bubble arrangements (RA), number of confirmed cases and year, plus details of those including year/siblings who are symptomatic/self-isolating.</p> <p>Academies must still follow the system of controls set by Guidance for full opening: schools - GOV.UK (www.gov.uk)</p> <p>Smaller bubbles should be considered particularly in primary schools where</p>	<p>RBM</p> <p>JHO AHE ALL</p> <p>MCR</p>

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			Severity	Likelihood	Total		
		<ul style="list-style-type: none"> -Teachers teach from the front in order to socially distance to 2 meters from students where possible. -A 2m safe space is identified by the teacher in each classroom. This may be the desk, area at the front or bespoke to the seating plan. -Staff avoid close face to face contact and minimise time spent within 1 metre of anyone. This will be assessed on an individual basis for those who have complex needs. - Windows and doors open where possible for ventilation. -Students take part in a COVID-19 induction tutor period on return to school and are given regular reminders about the importance of social distancing; they are reminded this still must take place where possible. -Biometrics are avoided. A weekly break and lunch menu triggers Parentpay payments. -The Behaviour Policy has been revised, shared with students, staff and parents/cares to ensure a full understanding of the consequences for poor behaviour and deliberately breaking the rules and how they will enforce those rules including any sanctions. -Additional risk assessments are in place for PE. -All staff and students have access to their own equipment in the classroom (tissues and hand sanitiser) - hand sanitisation is supervised on entry/exit to each learning area. -Students have been told to bring their own equipment but all classrooms have been resourced with spare equipment. Students to take books/resources home at the end of each day. -Students to remain in seats and seating plan unless otherwise directed by an adult. -Normal voice volume to be maintained at all times. -Every classroom has a visulaliser to aid modelling and assessment. 				<p>social distancing is more difficult to maintain. Limit sharing of spaces and rooms. Staff particularly in secondary schools must maintain distance of 2 metres from other staff and children. Schools must keep spaces that are occupied well ventilated see section below.</p>	<p>AHE MCR ARN ALL JHO ALL</p>

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		<ul style="list-style-type: none"> -Staff are to use gloves to give out any resources and to access shared desktop. -No meet and greet at door. -Minimal circulation of the class. -No group work to be planned for – maximum paired work but students must face forward. -Students are not allowed to eat in classrooms. -Cleaners are on duty every day during academy opening hours. -Larger venues in zones may be used if necessary (because of rain) but social distancing measures will be reinforced by staff supervision. -Departments have identified staff bases or work areas Social distancing must be adhered to in all these areas. -All offices and staff bases have maximum occupancy signage. -Non-teaching staff have identified work bases which allow for social distancing and health/ hygiene protocols to be followed. -All meetings take place in a suitable sized room. -Through communication prior to partial reopening (website, social media, posters, tutor time workshop, teacher monitoring) the academy ensures that all adults and students: <ul style="list-style-type: none"> -frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning -clean their hands-on arrival at the setting, before and after eating, and after sneezing or coughing -are encouraged not to touch their mouth, eyes and nose -use a tissue or elbow to cough or sneeze and use bins for tissue waste. 					HJS API
Policies and procedures	Staff/student s	-This risk assessment and the relevant RAs have been shared with all staff prior to and during the Sept. CPD and after each update.	5	2	10	The Academy must add to the flowchart provided by OAT the local HPT telephone number.	LHM

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		<ul style="list-style-type: none"> -Fire Policy and Plan has been revised and shared with all staff in Sept CPD and students as part of their Sept. return to school tutor session. -Staff and students complete a fire drill/lockdown on return to school. -Academy staff have completed fire refresher training. -Staff have completed infection control training on iHasco -Staff are provided with most up to date guidance from PHE and the DFE. -Staff are provided with procedures, so they are aware of what to do if the school has a confirmed case of Covid 19. -Staff are provided with information and understand NHS test and trace service -A procedure is in place for coordinating the Health & Safety COVID-19 response and any actions. -Staff have been made aware of the Covid 19 Response flow charts in communications at the Sept. CPD. -Academy ensures adequate number of first aid trained staff in place. -Students are reminded regularly during registration about Covid 19 social distancing, respiratory hygiene and the importance of handwashing. -Staff have received refresher induction training and revisit policies which include: <ul style="list-style-type: none"> Behaviour policy, H&S policy, Infection control guidance Safeguarding Lockdown procedure Fire policy -PEEPS are in place for those who need assistance leaving the building in the event of an emergency. A first aid needs assessment is in place. 				<p>Academies must use the how to Mitigate the risk guidance document and COVID 19 checklist for weekly monitoring.</p> <p>Parents have been informed of the NHS test and trace service</p> <p>Academy keeps registers of children in bubbles if needed as part of the NHS test and trace service</p> <p>A shared COVID folder has been created for access to policies.</p>	
Reception	Staff students and visitors	<ul style="list-style-type: none"> -Visitor reception has 2m social distancing tape in place to protect staff Visitor reception has a screen in place to protect staff 	5	2	10		AHE

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		<ul style="list-style-type: none"> -No visitors unless required for urgent site or safeguarding reasons. -The Principal, SVP or VP must be informed and give consent for any visitor to the academy -Visitors/parents have been advised that any access requests are by appointment only -Only one visitor is allowed in the waiting room -Social distancing markers are located in the reception area -Hand sanitisation station is prominent in reception -Deliveries/post are made contactless and are not signed for -Touch/digital sign in system is not used by visitors; academy receptionist to manually input information into these systems where possible. 					
Fire	Staff/students	<ul style="list-style-type: none"> -Fire plans are updated to ensure staff & students assemble in zones. -Staff and students are updated with new fire arrangements -The academy operates with a suitable number of fire wardens -A fire drill, applying social distancing where possible, will take place early in each term. -Muster points have been allocated to Year group social zones. 	5	2	10		LHM
Face Masks	Staff/students	<ul style="list-style-type: none"> -Face masks in communal areas (corridors, toilets, atriums, Library, LRC etc.,) are mandatory. -Face masks are not mandatory in offices, staff bases etc.. but staff may choose to wear them if they so wish. --Students and staff have been made aware of requirements during special tutor time CPD and assemblies -Students and staff have been advised and regularly reminded how to wear, remove and dispose of face masks. 	5	2	10	<p>Staff/SLT must be aware of those who may be exempt from wearing face coverings</p> <p>-</p> <p>Those who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability</p>	

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		<ul style="list-style-type: none"> -Staff and students are instructed not to touch their faces when removing face masks. -Hands are washed before and after touching face masks, including how to remove or put them on. -Staff and students are aware of how to safely store them, this is in an individual, sealable plastic bag between use. -Where a face mask becomes damp, it is not worn and the face mask is replaced carefully. -Parents are informed with the updated guidance on face masks. -Ref Ferreira (AP Inclusion) co-ordinates the list of students who have face mask exemption passes. 				<p>Those who speak to or help someone who relies on lip reading, clear sound or facial expression to communicate</p> <p>When moving around indoors e.g. communal areas/corridors face coverings must be worn by year 7 pupils and above, this also applies to staff, visitors and contractors.</p>	RFA
Heating and Ventilation	Staff/pupils	<p>Guidance is followed in line with the HSE and CIBSE Heating and ventilation OAT guidance is followed https://oatoc.sharepoint.com/sites/Covid-19</p> <p>Manufacturer's guidance is referred to and a professional supplier is used.</p> <p>The mechanical circulation of air is allowed within a single room when complemented by an outdoor air supply.</p> <p>Where possible in occupied spaces windows are open for natural ventilation</p> <p>If it is windy, cold or raining windows/ vents remain open as far as reasonably possible without causing discomfort.</p> <p>Internal doors are propped open where appropriate.</p>	5	2	10	<p>Fire doors can only be propped open if fitted with automatic closers so they can still function as fire doors in the event of the alarm being activated.</p> <p>The national guidance is followed:</p> <ul style="list-style-type: none"> opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). opening high level windows in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused), providing 	All Staff

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						flexibility to allow additional, suitable indoor clothing.	
Communal areas		<ul style="list-style-type: none"> -The wearing of face masks is compulsory in all communal areas and corridors -Communal areas are corridors, atriums, toilets, canteen, indoor social zones, Library, LRC etc) -Social distancing signs and marking are still visible throughout communal areas. -Use of staff workrooms is limited - a rota is in place for larger departments to avoid area becoming congested. -There are no large gatherings ; assemblies take place weekly online using TEAMS. -Student flow in corridors and use of communal areas has been restricted to year group zones. -Barriers have been positioned between each zone which staff will monitor via duty points to ensure zones are not compromised. -Careful timetabling limits the numbers of lesson changeovers needed in KS4 and KS5. -Good ventilation is maintained by keeping doors and windows open. 	5	2	10		<p>AHE</p> <p>HJS</p> <p>AHE</p> <p>RBM</p>
Catering		<ul style="list-style-type: none"> -Signage makes clear that water fountains are not to be used by students and students bring in their own bottled water. -Corridors and social zones are supervised during lunch/break. -A weekly ordering slimmed down menu means food is delivered to students in grab bags. -Touch terminals/cash are not used – the weekly menu triggers a payment from Parentpay. -Cash top up machines are not used, all top up payment is made online. 	5	3	15	<p>https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p> <p>Additional cleaning between bubbles Extend lunch hour</p>	AHE

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ICT		<p>-In KS3, Yr10 and Yr12 Science lessons only teacher led demonstration activities take place – there are no student experiments.</p> <p>-D&T teachers refer to the latest guidance from CLEAPSS</p> <p>-Separate RA in place for D&T</p> <p>Practical lessons have been phased in during HT 2 for Year 11 and 13; for other year groups during the Spring Term.</p>				<p>work-during-the-COVID-19-pandemic-D-T.pdf</p> <p>GSA follows the updated D&T risk assessment is available on Oatnet</p>	RBM
Music, Dance and Drama	Staff, pupil.	<p>-Practical Music lessons are limited to Years 11 and 13 from HT2; to other year groups during the Spring Term where the Academy is open.</p> <p>-Social distancing takes place where possible</p> <p>-Background or accompanying music are kept to levels which do not encourage teachers or other performers to raise their voices unduly.</p> <p>-Microphones are used where necessary to reduce the need for shouting or prolonged periods of loud speaking or singing.</p> <p>-Microphones are not shared.</p> <p>-Groups are kept separate to avoid mixing.</p> <p>-The duration of social interaction opportunities ie rehearsals or performances are limited.</p> <p>-Numbers are limited in bubbles.</p> <p>-Staff maintain social distancing between pupils and other staff.</p> <p>-Playing instruments and singing in groups take place outdoors wherever possible.</p> <p>-When playing indoors, a room is used with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission.</p>	5	2	10	<p>Music controls in previous RA removed and updated in this section</p> <p>For live performances academies must follow the link below a separate RA may be needed for live shows or academies that specialise in performing arts https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</p> <p>Schools in local restrictions: very high alert areas should not host performances with an audience Schools in other local restriction tier areas</p>	

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		<ul style="list-style-type: none"> -Numbers are limited to account for ventilation of the space and the ability to social distance. -Rooms have good ventilation. -Singing, wind and brass playing does not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing. -Pupils are positioned back-to-back or side-to-side when playing or singing (rather than face-to-face). -Wind and brass players are positioned so that the air from their instrument does not blow into another player. -Increased handwashing takes place before and after handling equipment. -Sharing equipment is avoided wherever possible. -Name labels are issued on equipment to help identify the designated user, for example, percussionists' own sticks and mallets. -Where instruments and equipment have to be shared, they disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users. The government guidance on cleaning and handling equipment is followed. -When individual lessons take place for music, dance and drama, social distancing is maintained wherever possible, teachers do not provide physical correction. 				<p>planning an indoor or outdoor performance in front of an audience should follow the latest advice in the DCMS performing arts guidance, Peripatetic teachers can move between schools, but schools should consider how to minimise the number of visitors where possible.</p> <p>When hiring equipment suppliers are kept to a minimum and clean equipment on arrival and before use.</p>	
Infection control	Staff, students, visitors, contractors, parents and external agencies.	<ul style="list-style-type: none"> -Respiratory hygiene is promoted by staff and students using the catch it, bin it, kill it, approach. -Hands are washed more often than usual; students and staff sanitise their hands on entry and upon leaving the classroom. -Tissues are provided for students and staff in each room. -Students are encouraged to bring in their own tissues from home. -Social distancing is applied where possible. -Frequently touched surfaces are cleaned on a regular basis using disinfectant. 	5	3	15	<p>Sanitiser containing high alcohol content should not be stored or located in high risk fire areas</p> <p>Reduce numbers of pupils in bubbles Mass testing in schools</p>	AHE/ API

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		<ul style="list-style-type: none"> -An enhanced cleaning rota and regime are in place during the school day as well as after school. -Hand sanitiser stations are based throughout the academy and in every classroom. -A Howe (FD) ensures the academy has enough stock levels of sanitiser. -Posters displaying handwashing guidelines are located throughout the school. -Students and staff wash their hands when changing activities, changing locations, on arrival to school and when leaving school, this is reinforced during registration each morning. -PPE is distributed to pastoral staff in desks at corridors and First Aiders who provide intimate care for students and for cases where a student becomes unwell with Covid 19 symptoms whilst in school where 2 metres cannot be maintained. -PPE is provided for staff when working children or young persons who cough, spit or vomit. -Bins are regularly cleaned throughout the academy day. -Where possible use of school transport is restricted to essential use only and then cleaned after use. -The Medical Room is used for anyone displaying Covid symptoms. -Staff must wear gloves and a mask when treating students in first aid. Only one child is allowed in the first aid area at a time. Cuts or grazes must be covered as soon as possible. -Tissues are supplied in every classroom to support the catch it, bin it, kill it strategy. -Parents have been asked to make the school aware of students' underlying health conditions as part of the parent survey; the school has sought to ensure that the appropriate guidance has been acted upon. -The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. 				Additional cleaning	

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		<ul style="list-style-type: none"> -The register of students with underlying health conditions has been reviewed. Staff have been made aware of essential changes through weekly communications. -GSA staff wear usual attire and students wear academy uniform. -Staff have been made aware of the Sandwell LA antibody testing programme. -Staff have been encouraged to bring their own hand sanitisers. -Staff will not share laptops in their work bases. -If a whiteboard is used for staff CPD purposes it must not be used in an interactive manner. -If any equipment is shared, e.g. a staple gun, it must be wiped using appropriate cleaning materials after use and hand sanitising protocols followed. -No music is to be played in any staff work areas to minimise the need for loud talking. -Any work submitted for photocopying is sent electronically or placed in a tray by a member of staff wearing gloves. -An office printer may be used by a member of staff wearing gloves. 					
Communications	Staff, Students, volunteers, visitors, parents and external agencies.	<ul style="list-style-type: none"> -The school's website is kept up to date with any information regarding reopening, e.g. dates and local arrangements. -Parents/ carers are informed via letter about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements. -Parents/ carers are aware that when a child tests positive they must advise the school immediately. GSA pastoral and safeguarding staff will maintain constant communication to ensure a test is undertaken. -Where a test result is not communicated the Principal or DSL follows protocols and refers the case to OAT Safeguarding. -Parents/ carers are encouraged through communications, where possible, to walk or cycle to school. 	5	2	10	<p>Updated guidance on face masks is communicated to parents.</p> <p>Template posters and electronic materials available on OATnet</p> <p>For positive covid cases academy uses action plan and flowchart on OATnet to assist in identifying various scenarios – template letters provided with support from</p>	API/ DFT

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		<ul style="list-style-type: none"> -Staff and volunteers are informed through email/letter about the relevant information regarding reopening, including any changes to the workday, e.g. staggered lunchtimes and social distancing. -Visitors attend the academy on appointment only. All visitors including external agencies are briefed on infection control and social distancing before attending the academy. -Through regular communications and ongoing CPD staff are informed of who they can turn to for support and what is available , e.g. line manager, other senior staff or colleagues. -All staff have completed the HIASCO COVID-19 online module. All staff, students and volunteers have been made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. -Helen Jones and the Pastoral Team maintains appropriate consultation, support and communication with staff and students who are clinically vulnerable and/or extremely vulnerable. -Children and young people have been informed about the equipment that they need to bring to school and are advised not to share their equipment. -The Behaviour Policy has been shared with all parents/ cares and students prior to the September return in order that our behaviour expectations are clearly understood. 				<p>PLMR under covid action plan, forms and letters https://oatoe.sharepoint.com/sites/Covid-19</p> <p>Discourage unplanned visitors or contractors</p> <p>Separate risk assessments in place for contractors and deliveries.</p> <p>Capital works funded by Head Office require a risk assessment being completed as part of the process to raise a PO. Template available on OATnet.</p>	<p>HJS</p> <p>HJS/Pastoral Team</p>
Lunch/break times	Staff/ Students/Lunch time supervisors	<ul style="list-style-type: none"> -Break and lunch times are zoned to reduce numbers for outdoors – see plan. -Year groups stay within their own zones and avoid mixing. -Face masks are not mandatory outside at social time. -Outdoor playground equipment is not used. -Students stay inside within their groups during wet weather. 	5	2	10		RBM/ HJS
Welfare/Toilet Provision	Staff/students	<ul style="list-style-type: none"> -All students must wear a mask if going to the toilet at any time during the academy day. 	5	2	10		DFT

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		<ul style="list-style-type: none"> -Staff allow students to access the toilets, in the case of an emergency, unsupervised during learning times but this is monitored by pastoral corridor desk staff. -To access toilets in lesson time students must have a signed planner and report to the pastoral desk. -At social time all toilets are open in a zone to be used. -Students are to be reminded not to enter the toilets when there is already one student in there. -They must be reminded to wash their hands thoroughly using the method shown above. -Duty Team are allocated to toilet areas at arrival and exit times. -Pastoral duty post in the corridor outside classrooms being used to monitor movement. -Handwashing is supervised at open plan washrooms. -Staff may use the staff toilets by Perf. Arts, Conference Room, Loxdale. -Staff are requested to use the appropriate materials to clean toilets after use. -The cleaners regularly clean the toilets on rota. -Students can only access the toilets one student at a time. The pastoral worker supervises the flow to toilets during lesson time. At social time duty teams monitor toilet access. -Students are asked to wipe toilet after use. -Hand sanitiser/ soap is located in the toilet areas and refilled regularly by site staff on rota. -Attending school with PE kit on will limit the need to use changing rooms. -AHE ensures a sufficient standard of cleaning equipment is available in all changing areas. 					<p>HJS</p> <p>DFT</p> <p>AHE MCR</p> <p>AHE</p>
Cleaning	Staff, students, Cleaner, and visitors	<ul style="list-style-type: none"> -Every member of staff follows a daily job sheet. -There are a team of cleaners on duty during the day to log all classrooms cleaned after a red code -Cleaners complete a 'when cleaned' signing sheet in all toilets 	5	2	10	<p>Cleaning guidance</p> <p>https://www.gov.uk/government/publications/covid-19-</p>	AHE

Hazards	Who can be harmed	Existing Controls and Working Practices	Estimated Risk following controls (S x L = Total)			Additional Control Measures	Actions (Who, Due Date)
			Severity	Likelihood	Total		
		<p>-Regular cleaning takes place including but not limited to; Door handles and door opening buttons</p> <ul style="list-style-type: none"> • Light switches (carefully) • Floors in toilets • Toilet seats • Toilet flush handles • Toilet roll holders • Toilet door handles • Toilet bowls • Wash hand basin taps <p>-Hand contact surfaces- Frequent cleaning has been increased especially for touch surfaces. -AHE ensures that staff use the most up to date cleaning checklist updated for the pandemic. -Cleaning takes place in the social zones and communal areas at the end of every day. -All areas that are cleaned are checked to ensure surfaces are dry e.g. rooms are safe to re occupy – no slip hazards. -All areas/rooms that are being cleaned will be clearly identified to ensure no one enters the room. -Classrooms are cleaned thoroughly at the end of every day. -PPE (apron, gloves) is provided for staff for cleaning. -AHE ensures that we follow the most update to guidance from the PHE on cleaning. -A daily job sheet for each member of the cleaning staff -cleaners on duty during the day to log all classrooms cleaned after a red code -all toilets to have a 'when cleaned' log sheet -Staff and students have their own pens and pencils that are not shared. -Classroom based resources, such as books and games, are used and shared within the zone and are cleaned regularly, along with all frequently touched surfaces. -Resources that are shared between groups, such as sports and art equipment are cleaned frequently and meticulously and always between group use, or rotated to</p>				<p><u>decontamination-in-non-healthcare-settings</u></p> <p>Sanitising wipes are available for all staff in all classrooms and staff bases.</p> <p>All Staff have responsibility for sanitising workstations after use.</p> <p>Foggers are be used in Academies and will be made available by the trust further guidance is available in the C19 cleaning guidance document, and mitigation guide under H&S on OATnet Coronavirus advice - Home (sharepoint.com) or for further info school site team to liase with REM or H&S officer.</p> <p>The isolation room is cleaned every night with the Fogger. Further information below on cleaning following a confirmed case.</p>	

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		allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different social groups.					
Arrival/Departure to school	Parents/Students/Staff	<ul style="list-style-type: none"> -Signs are clearly marked on school entrances displaying rules on social distancing. -Students and staff are aware to sanitise their hands upon entry to the academy. -Students and staff are instructed not to touch their face. -Masks must be worn by all students upon entering the academy communal areas. -Students must hand sanitise and put on their masks when exiting a classroom. -Arrival and finishing times are zoned by the use of separate entrances/ exits to avoid mixing. 	3	3	9		AHE DFT RBM
Dedicated School Transport	Bus driver, and students	<ul style="list-style-type: none"> -There are no academy educational visits at present. -Sanitiser is used by everyone upon boarding and disembarking. -Vehicles are cleaned immediately after use. -Organised queuing and boarding take place. -Distancing within vehicles where possible. -Face mask is worn by students and staff. 	5	2	10		API AHE
SEND	Students	<ul style="list-style-type: none"> -Specialists, therapists, clinicians, and other support staff for students may provide interventions but in zoned area according to a daily year group timetable to minimise mixing. -LSAs have been deployed by year group and will not be supporting students in lessons but through a programme of intervention so that social distancing can be maintained. -Staff took part in a sept CPD workshop entitled 'supporting SEND students during COVID-19'. Subject teachers have been offered the opportunity to attend free webinars available for staff to attend for supporting SEND students returning to mainstream school. 	5	2	10	<p>A separate risk assessment is carried out for SEND students. It should also be noted if the student routinely attends more than one setting. HCP to be updated.</p> <p>https://www.sendgateway.org.uk/training-events.html</p>	CBY
Extremely Clinically Vulnerable	Students	<ul style="list-style-type: none"> -Students who are self-isolating due to COVID symptoms or have tested positive or have close contact with someone who has COVID 19 do not attend school. 	5	2	10	<p>Separate risk assessment to be completed for students returning to school</p>	DFT

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Shielding or self-isolating pupils		<ul style="list-style-type: none"> -If disease rates rise locally students shield in line with government guidance. -Students who are still shielding are supported with learning at home. -The school consults with the parents of clinically vulnerable child if their child will return to school following medical advice. -The academy is aware of students with vulnerable needs and care plans are in place. 				in conjunction with their HCP.	
Clinically vulnerable staff	Staff	<ul style="list-style-type: none"> -Social distancing measures are in place. - Clinically vulnerable staff are offered the safest available on-site roles which allow them to socially distance – this is assessed through a checklist before they return to work. - Face coverings are available if needed. - Face covering have to be worn high and very high level alert areas in communal areas. -Staff ensure they follow strict hand and respiratory hygiene measures. -A separate risk assessment based on the individual is in place. -Staff ensure they update academy records with any changes to medical conditions. -Those who will be working from home are supported. 	5	2	10	<p>Following new national restrictions from 5th January, CEV staff should be working from home unless guidance changes.</p> <p>Separate risk assessment is in place for expectant mothers and is reviewed every 3 months, included with this is any associated health risks.</p> <p>A staff checklist can be used to accompany anyone with any medical conditions https://oatoe.sharepoint.com/:w:/r/sites/Covid-19/Coronavirus%20support%20documents/Estates/Health%20%26%20Safety/Risk%20Assessments%20Documents/Individual%20Staff%20Risk%20Assessment%20Checklist%20for%20Vulnerable%20staff%20Covid%2019%20V2.docx?d=wc1c489f57aff4e31b3d8b76d36aedc52&csf=1&web=1&e=ve377t</p>	API HJS

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						Face coverings to be worn when moving around the academy.	
Clinically extremely Vulnerable staff	Staff	CEV staff in Tier 4 work from home CEV staff during national lockdown work from home.	5	3	15	Individuals in this group will have been identified through a letter from the NHS or from their GP are advised to shield.	
Local lockdown	Staff and students	-Advice is sought according to the relevant national guidance from the DfE, Health Protection Team (HPT) and Public Health England (PHE) for decisions at a local level. -Remote education plans are in place to support students with remote learning. -School has a contingency plan in place if the PHE advise that the school closes temporarily to help control transmission. -Support for key worker students on site with strict social distancing measures in place features in all opening/ closure models.	5	2	10	Inform Head Office on any guidance or requests from Local authorities or regulatory bodies	API JHO API
Displaying symptoms of COVID 19	Staff and students	-SLT and H&S Officer are aware of how to contact local Health Protection Team (HPT) -L. Hickman is our COVID-19 response Coordinator. -Staff and students are aware not to come into the setting if they or anyone in their household have symptoms and must be sent home to self-isolate if they develop them within the academy and are advised to follow https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection -The academy has a suspected COVID-19 action plan in place and follows these procedures in the event of a students or member of staff displaying symptoms in the academy.	5	2	10	Refer to separate OAT Flowcharts – Academy to enter local HPT number As above parents, and carers are informed of the test and trace service. Settings will be provided with a small number of home testing kits.	LHM

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		<ul style="list-style-type: none"> -If a child is waiting to be collected, they are moved to the Medical Room where the door is left slightly open for ventilation. -If a child cannot be isolated, they are moved to an area which is at least 2 metres away from others. -PPE is worn by staff if 2 metres cannot be maintained this includes face masks. -Staff member dealing the student/staff displaying symptoms must wash their hands for at least 20 seconds. -The room/area round the person who develops symptoms is cleaned with normal household disinfectant after they have left. -If the child needs the bathroom it is separate from others and cleaned and disinfected before being used by anyone else. -Staff are aware of how to book a test if they are displaying symptoms. -Staff are aware to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace. Advice from Track and Trace must be followed. 				Isolation room identified for a suspected infected person to use.	
Confirmed cases of COVID 19	Staff and students	-For confirmed cases staff must refer to the OAT flowcharts	5	2	10	Staff must keep a record of students and staff in each group and any close contact between other groups but must be proportionate.	LHM
Cleaning after a confirmed case	Staff and pupils	<p>Action plan and infection flow chart followed.</p> <p>All surfaces that the symptomatic person has come into contact with are cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells including isolation room</p> <p>Academies use a Fogger in only areas affected after each confirmed case.</p>	5	2	10		AHE

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		<ul style="list-style-type: none"> -AP Staffing available for support 7 days a week. -Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. -Staff briefings and training have included content on wellbeing. -Staff briefings/training on wellbeing are provided. -Regular social activities organised to enable staff to keep in regular contact. -Staff have been signposted to useful websites and resources. -A blended model of home learning and attendance at school is utilised to allow for COVID-19 catch up. 					
Transmission bridges	Staff/ students	<ul style="list-style-type: none"> -Bridges are limited as full timetable is in place but not all classrooms are open -Students never mix zones to get to reception when other students in other year groups are in corridors or social spaces -STEPS and isolation withdrawal bases are timetabled to daily zoning of students -LSAs do not sit next to students but maintain 2m distance -There are no common student communal areas -The canteen is closed -Staff know to wear masks in communal areas and hand sanitise after zone movement 	5	2	10		RBM
Aerosol transmission	Staff/ students	<ul style="list-style-type: none"> -Natural ventilation is emphasised by the opening of windows -In cooler weather windows are opened just enough to provide constant background ventilation -Windows are opened more fully during breaks to purge the air in the space -Internal doors are opened internal to support a throughput of air -If necessary external doors are opened as long as they are not fire doors and where safe to do so <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p>	5	2	10		

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		-high level windows are opened in preference to low level to reduce draughts -ventilation is increased while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) -students have been reminded of wear warm clothes with their school uniform -Where possible furniture is rearranged to avoid direct drafts -Heating is used as necessary to ensure comfort levels are maintained particularly in occupied spaces.					

Acknowledgements & Signatures

Risk Assessor: By signing this risk assessment, I acknowledge my responsibility as the Risk Assessor for conducting this risk assessment.

Management: By signing this risk assessment, I acknowledge my responsibility as the department management for reviewing and approving this risk assessment and communicating controls and any improvements to staff.

Risk Assessor Name and Signature
Jane Smith

Date:
2nd July 2020

Manager Name and Signature:
Adrian Price

Date:
13.1.2020

Review date: revised ½ termly or when appropriate after revised local or national guidance

Guidance

Severity of Harm from this Hazard

- Total Estimated Risk = Severity x Likelihood
- Hazards with significance factors equal to or greater than 16 or a Severity Rating of 4 or 5 warrants the use of additional controls and an action plan that has been reviewed

Score	Severity / Consequence	Effects
1	NEGLIGIBLE	Negligible injury or health implications with no treatment or first-aid only. .
2	MINOR	No-Lost Time Injury(ies) and no chronic effects, but treatment beyond first aid may be required.
3	MODERATE	Person suffering Lost Time Injury, RIDDOR, hospital treatment or job restriction/business affected by outbreak
4	SERIOUS	Illness resulting in time off work long term/ill health
5	MAJOR	Fatality

Likelihood of Potential Exposure to this Hazard

Score	Definition
1	Little or no chance of occurrence; would require an extraordinary combination of factors for the situation to result.
2	Not likely to occur in normal circumstances
3	Possible when additional factors are present but otherwise unlikely to occur.
4	Such an event is known to have occurred and is likely to re occur.
5	Almost inevitable that an incident would result / occurs frequently

Risk Rating		Severity / Consequence				
		1. Negligible	2. Minor	3. moderate	4. Serious	5. Major
Likelihood	1. Very unlikely	1	2	3	4	5
	2. Unlikely	2	4	6	8	10
	3. Possible	3	6	9	12	15
	4. Likely	4	8	12	16	20
	5. Probable	5	10	15	20	25

Rating Bandings		
Low risk (1-6)	Medium Risk (8-12)	High Risk (15-25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	STOP THE ACTIVITY- Identify new controls. Activity must not proceed until risks are reduced to a low or medium level